

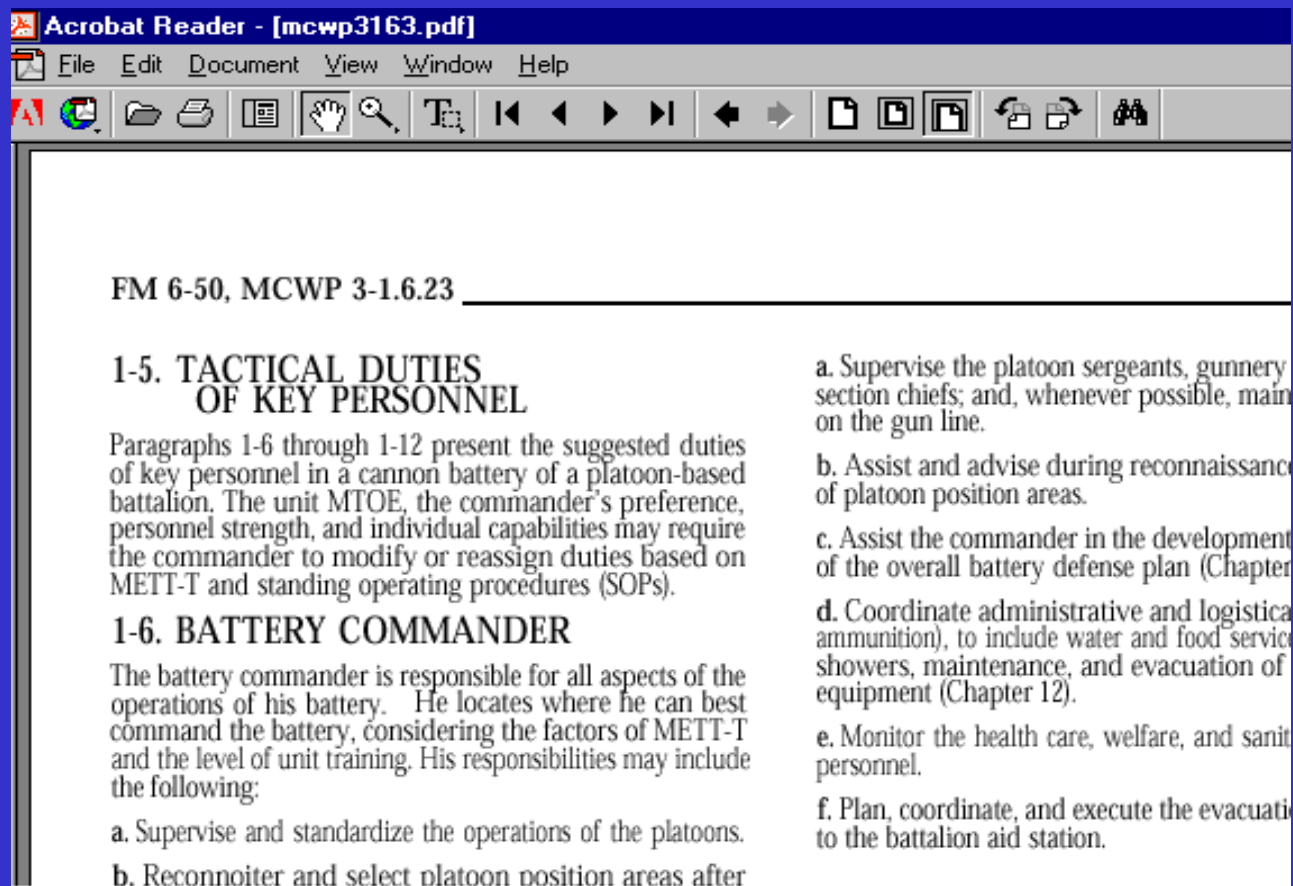
# Portable Document Files (pdf) to Microsoft Word Files (doc)

**Purpose:** To provide instructions for importing pdf files into Microsoft word files.

**Action:** Show step-by-step process for cutting & pasting pdf text and graphic files into Microsoft Word from Adobe Acrobat Reader 4.0 or later.

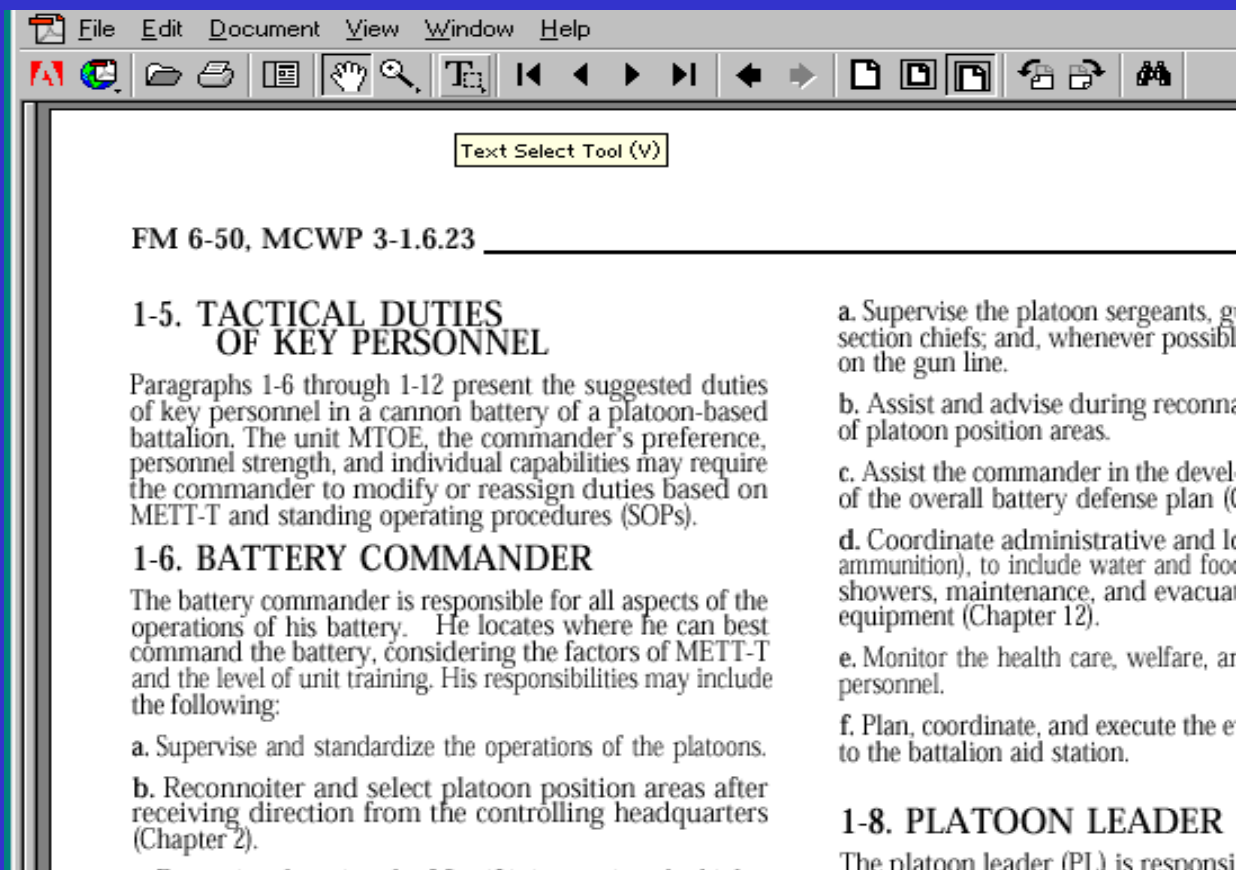
# Open Adobe Acrobat Reader 4.0 or Later

**Step 1:** Open a pdf file into the Adobe Acrobat Reader as shown below

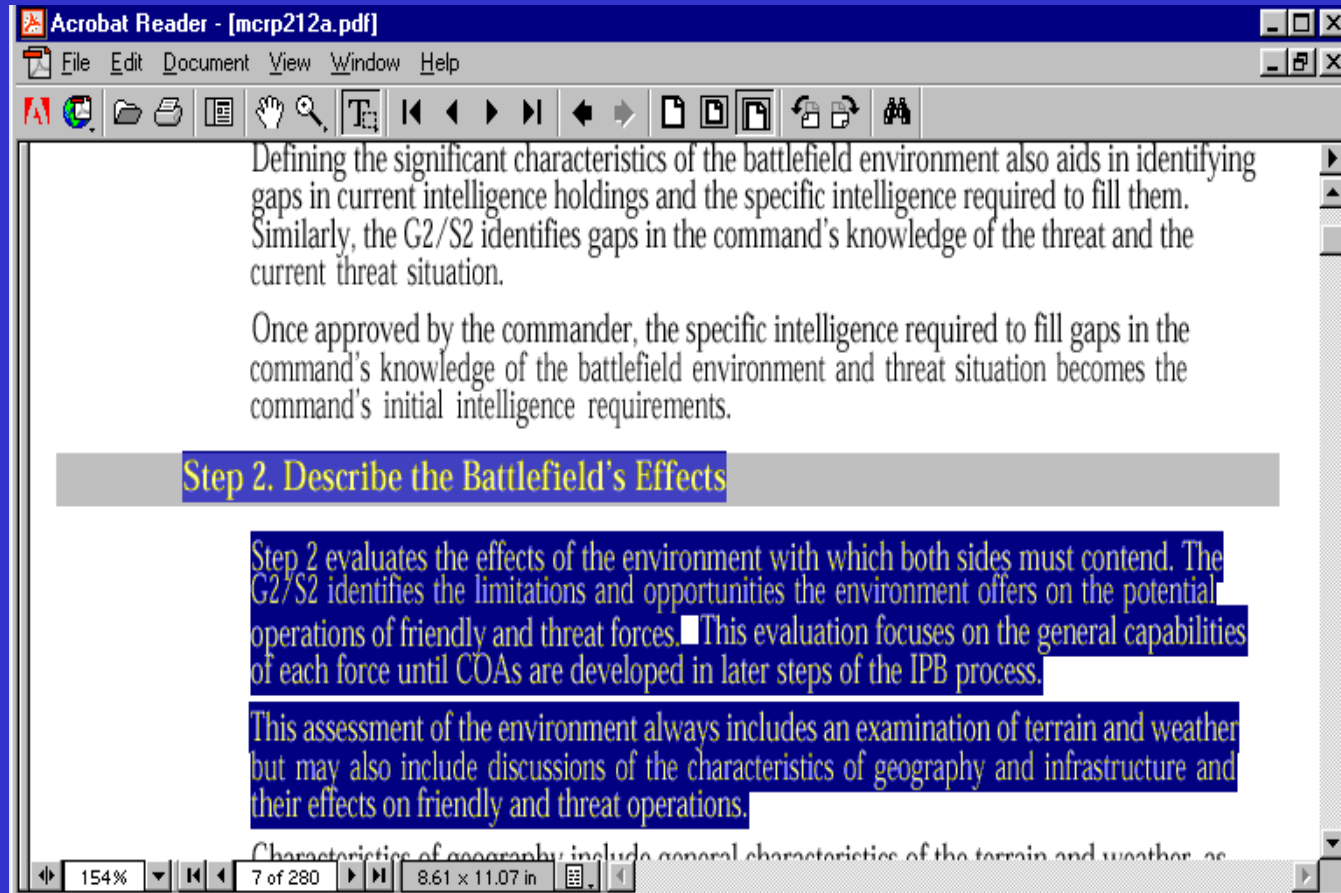


**Step 2:** On the Acrobat Reader menu bar, select the icon with a capital

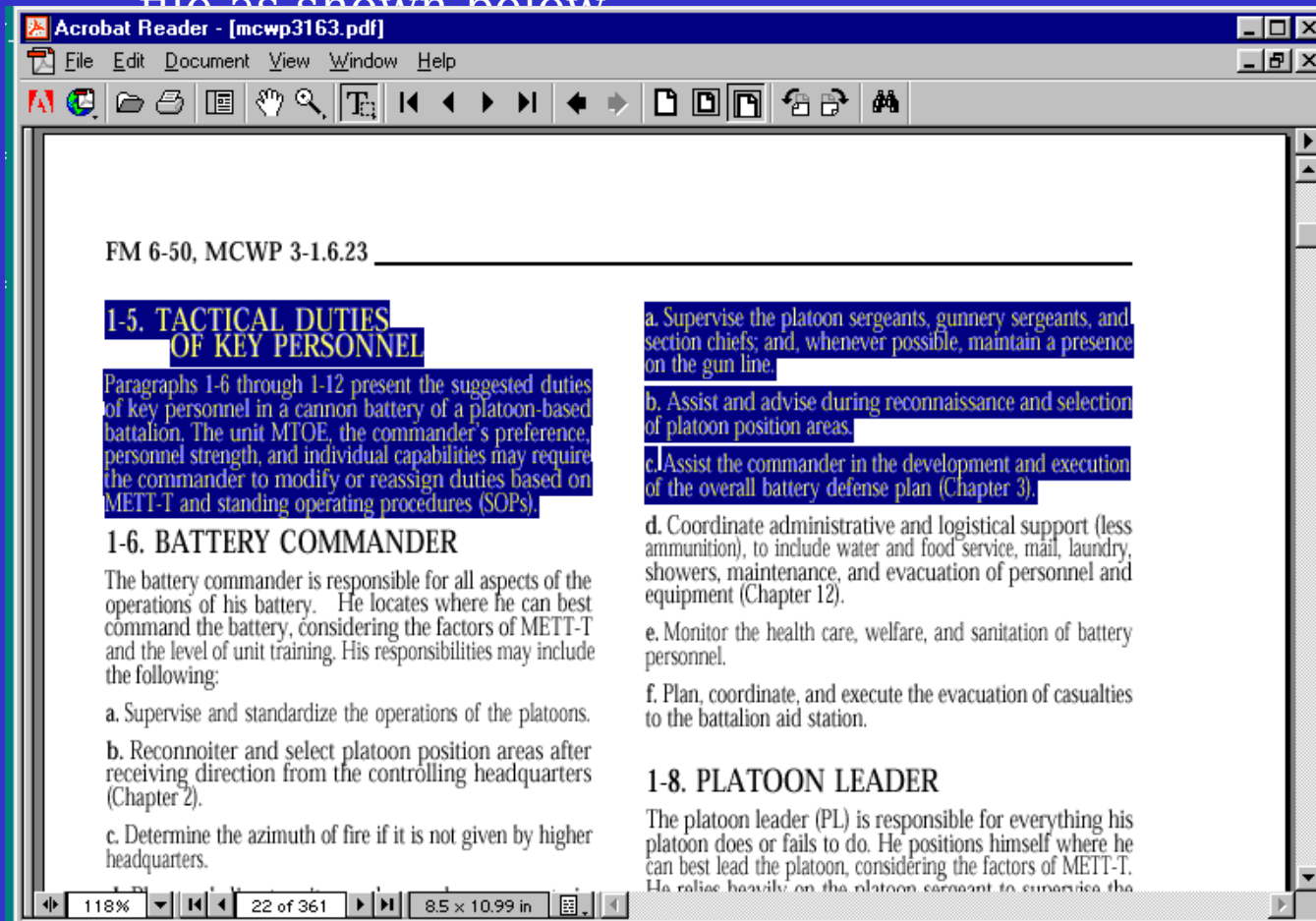
T – Text Select tool (V) as shown below.



**Step 3:** Take the cursor and highlight text to be copied to the Microsoft word file – as shown below.

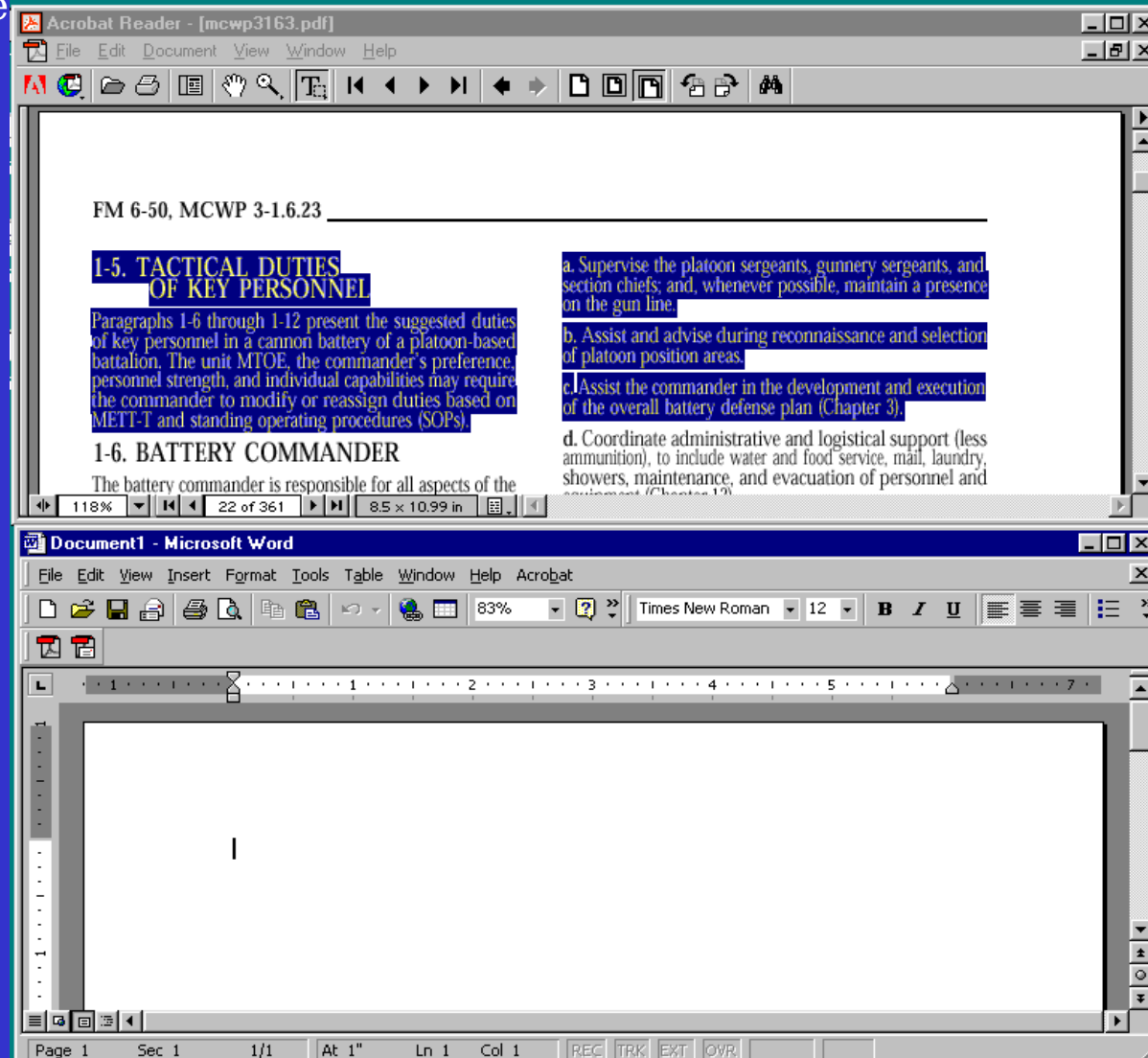


**Step 3A:** If text has been selected from a pdf document having two-column text –  
you may have to do some editing once you've pasted it into the Word  
file as shown below



**Step 4:** In order to speed up the conversion process, you should activate

Microsoft Word and arraign both the Acrobat Reader and Microsoft Word file

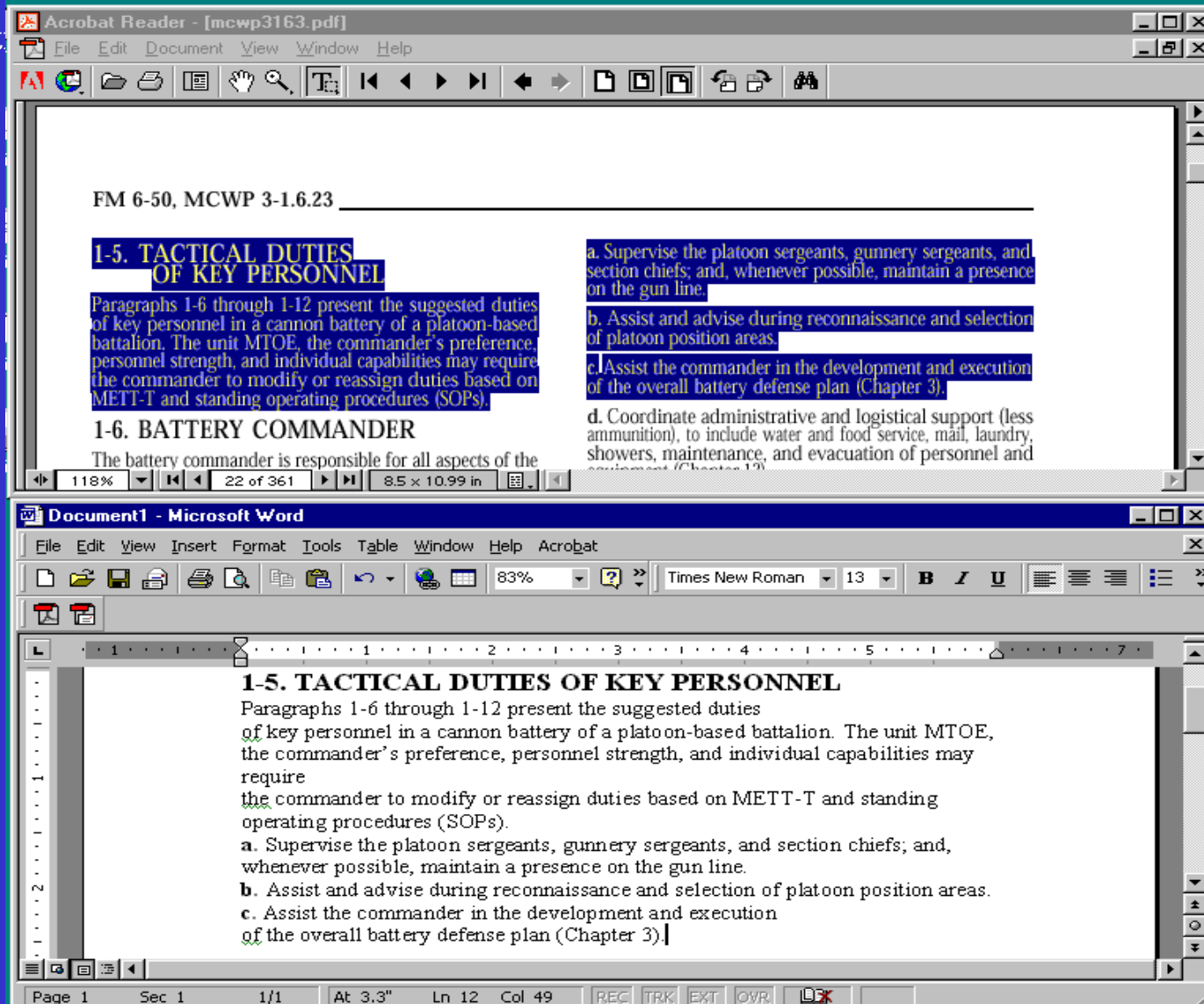


**Step 5:** Next - Once text has been selected, go to Edit>Copy or press down on the Control Key + the letter "C" to perform the selected text to be copied. Then - Move the cursor into the

blank Word document and go to Edit>Paste or press down on the

Cont

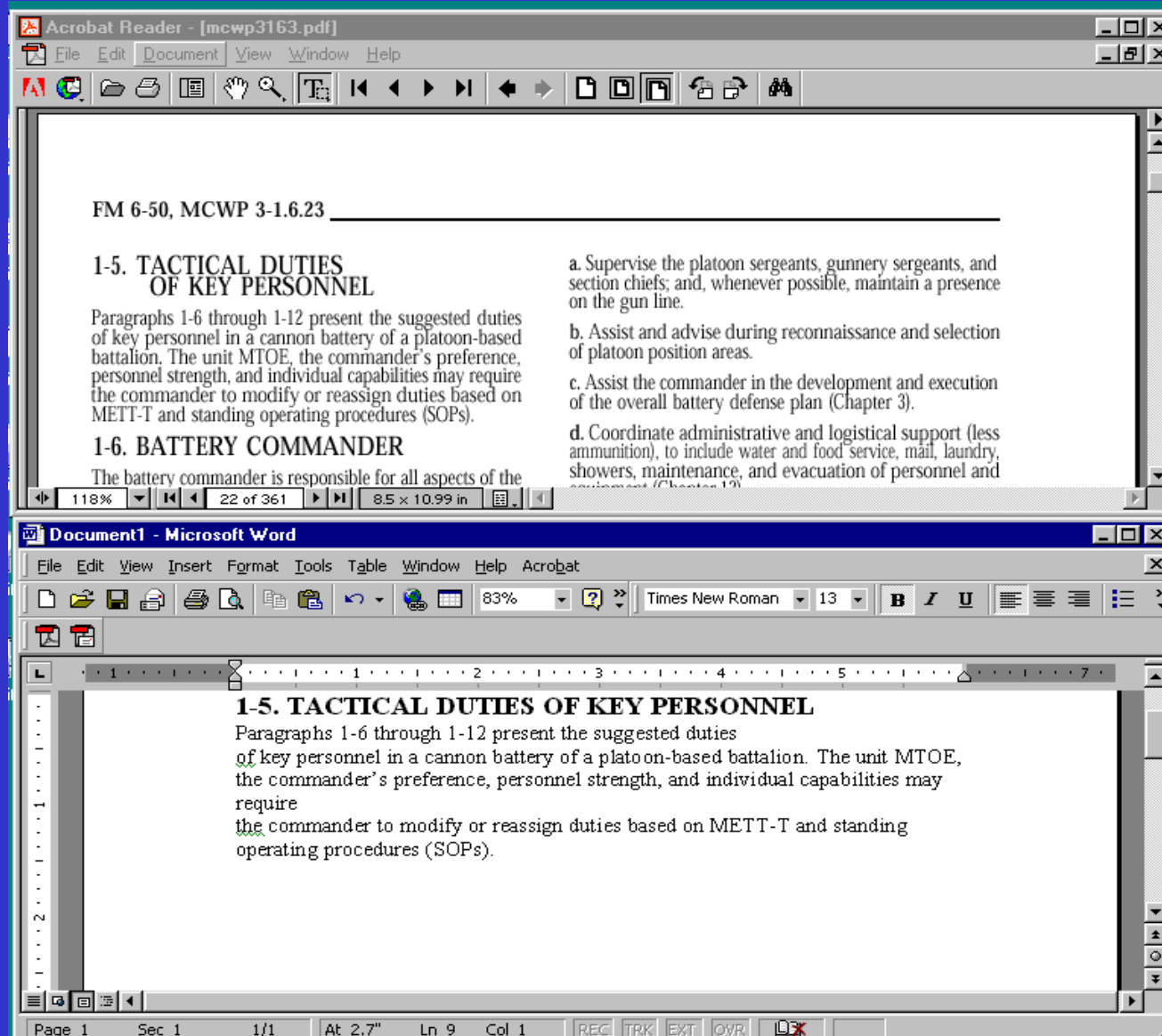
er.





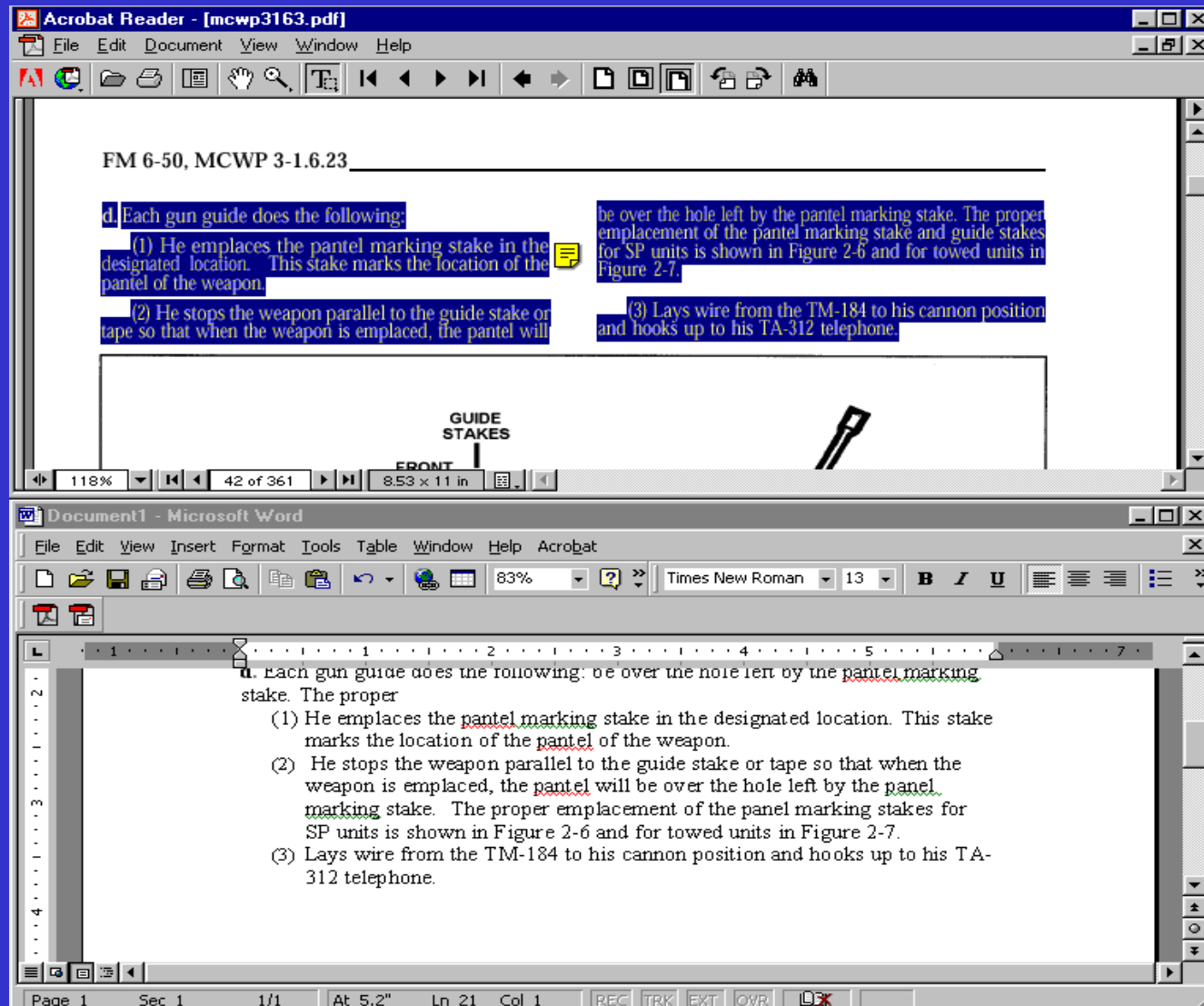
**Step 5A:** If text was selected from a pdf file having columns, editing might be required, etc.

The below Microsoft Word file has been edited below.





**Step 6:** Selecting images – The process for incorporating images/graphics is like those procedures for cutting and pasting text from a pdf file into a Microsoft Word file.



**Step 7:** Once text all text has been pasted in to the Word file and you wish to incorporate images,

Move back up to the Acrobat Reader menu bar and change the “T” to the icon with a

Acrobat Reader - [mcwp3163.pdf]

File Edit Document View Window Help

tape so that when the weapon is emplaced, the panel will be over the hole left by the panel marking stake and hooks up to his TA-312 telephone.

Graphics Select Tool (V)

Figure 2-5. Use of stakes for self-propelled weapons

Document1 - Microsoft Word

File Edit View Insert Format Tools Table Window Help Acrobat

83% Times New Roman 13 B I U

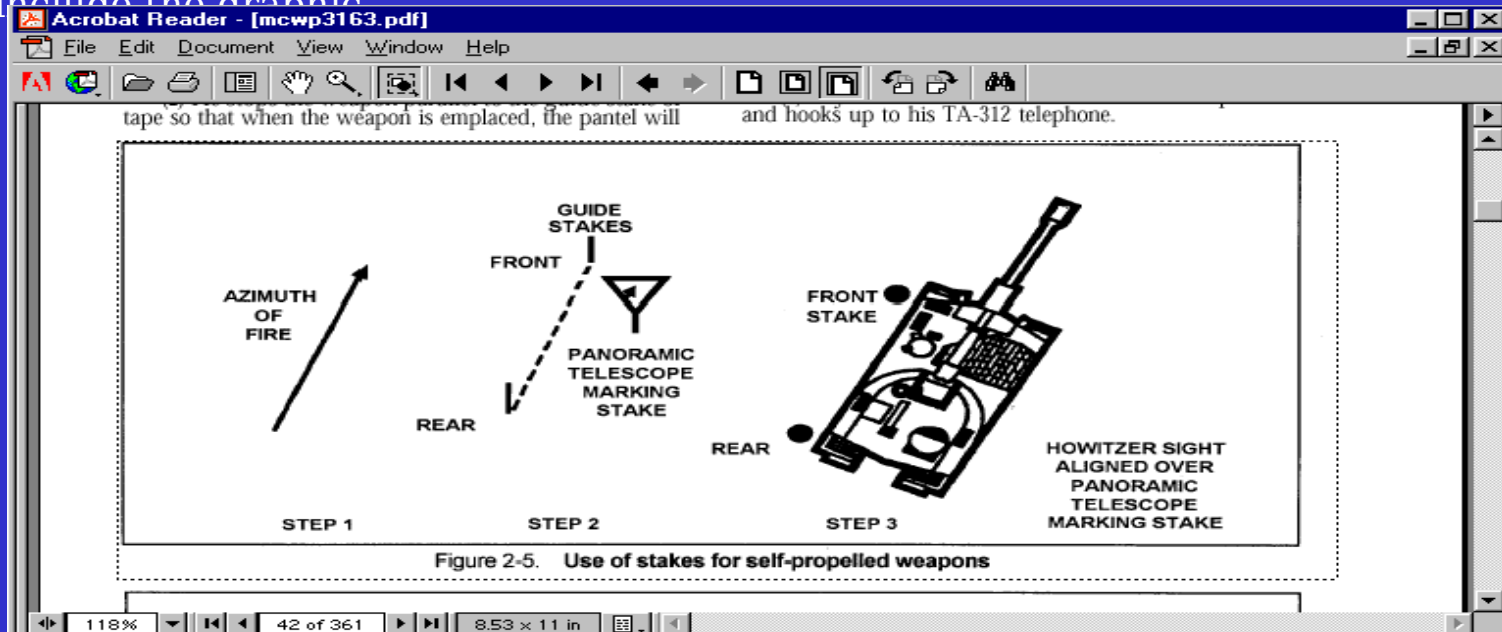
1. Each gun guide does the following: be over the hole left by the panel marking stake. The proper

- (1) He emplaces the panel marking stake in the designated location. This stake marks the location of the panel of the weapon.
- (2) He stops the weapon parallel to the guide stake or tape so that when the weapon is emplaced, the panel will be over the hole left by the panel marking stake. The proper emplacement of the panel marking stakes for SP units is shown in Figure 2-6 and for towed units in Figure 2-7.
- (3) Lays wire from the TM-184 to his cannon position and hooks up to his TA-312 telephone.

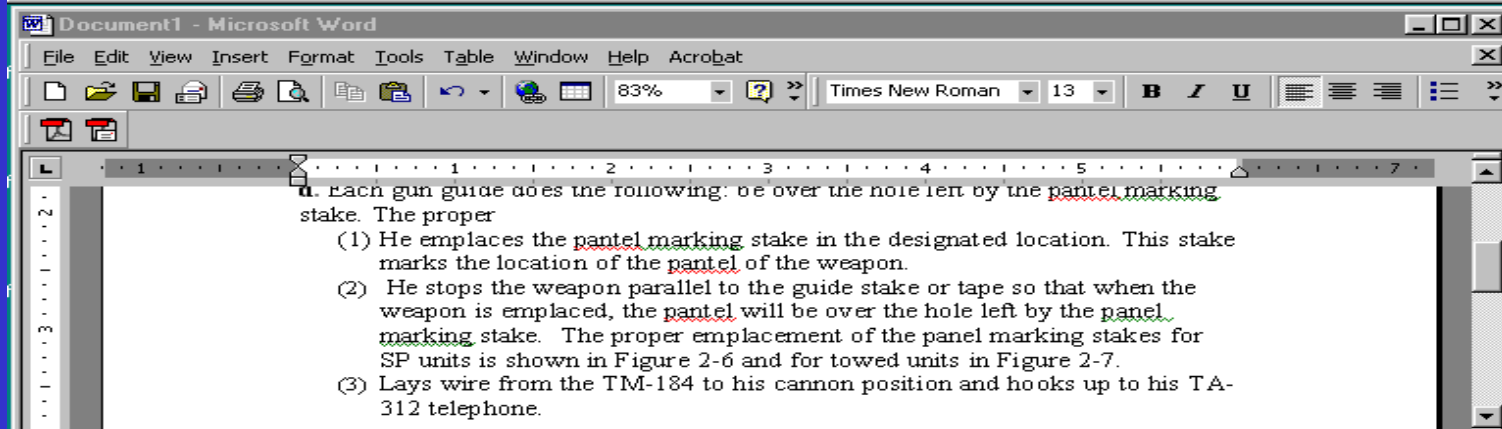
**Step 8:** Then like the procedure for copying text, do the same form copying graphics.

However, place the cursor - which changes into a cross - at the upper left hand corner of

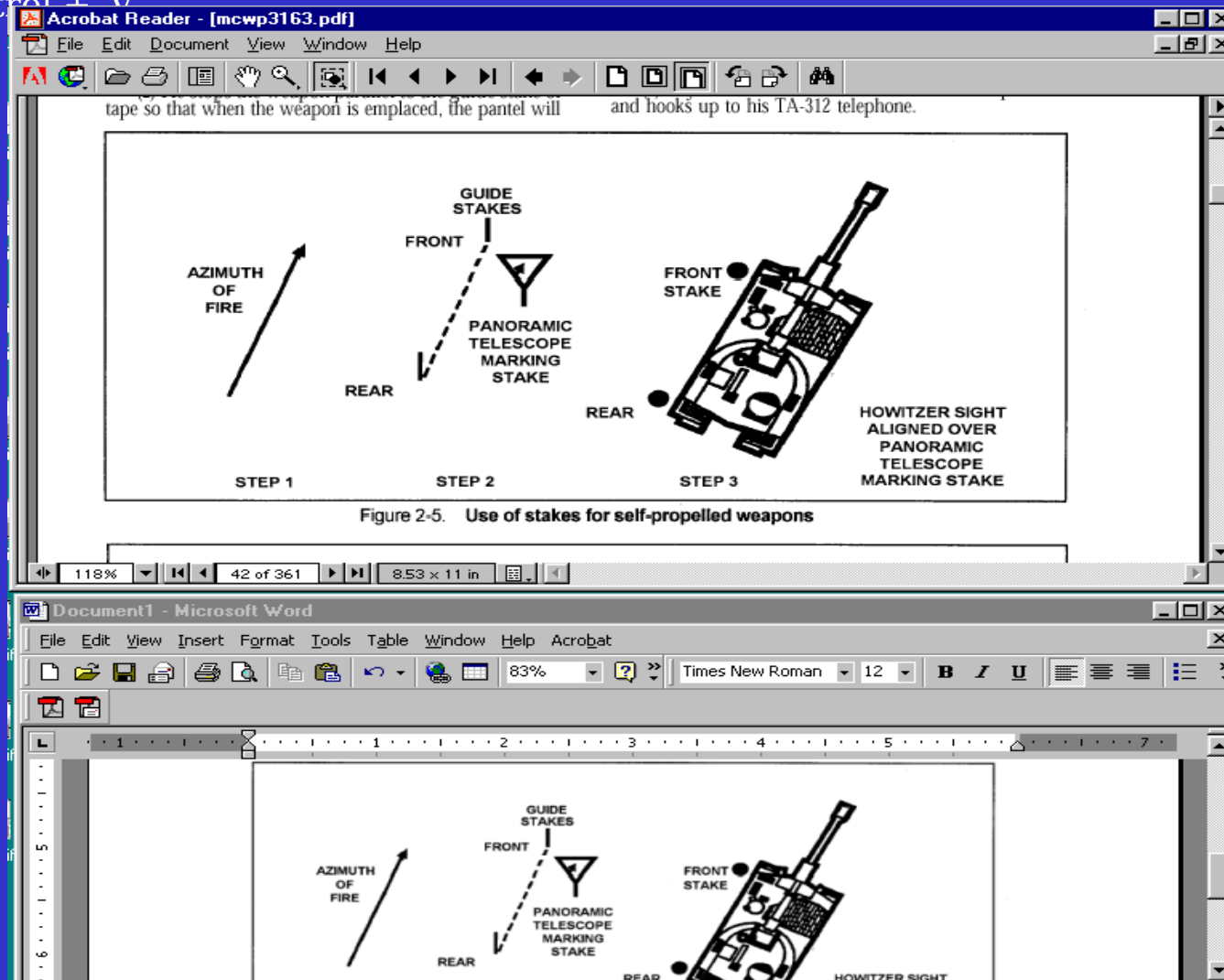
the graphic and drag it to the lower right hand corner of the images to include the graphic.



W.



**Step 9:** Next - Once the graphic has been tagged, go to Edit>Copy or Control+"C" Then move the cursor to a position within the Microsoft Word document where you want the graphic to be placed and from the Microsoft Word menu bar select Edit>Paste or Control+"V"



## Summary & Closing Remarks

If you follow the above steps for copying and pasting both text and graphics from a pdf file to a Microsoft, conversion process, should speed up the publication process.

It should be understood that pdf files which utilize columns in a pdf document, may require editing, to copy and paste data into a Microsoft Word document.

However, if the end-user has Adobe Acrobat – NO ACROBAT READER – selecting text from pdf files having columns WILL NOT BE A PROBLEM.